



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO REGION
INDIAN HEALTH SERVICE



COMPETITION FOR THIS POSITION IS RESTRICTED BY LAW TO PERSON(S)
ENTITLED TO VETERAN(S) PREFERENCE. IF NO QUALIFIED VETERANS
ARE AVAILABLE, CONSIDERATION WILL BE EXTENDED TO ALL
OTHER QUALIFIED APPLICANTS.

VACANCY ANNOUNCEMENT
FD-08-106

OPENING DATE
October 3, 2008

CLOSING DATE
October 17, 2008

POSITION
Housekeeping Aid

LOCATION AND DUTY STATION
FORT DEFIANCE PHS INDIAN HOSPITAL
HOUSEKEEPING DEPARTMENT
FORT DEFIANCE, ARIZONA

GRADE/SALARY
WG-3566-02, \$11.79 per hour

NUMBER OF VACANCIES
ONE (2) VACANCY, PCN: MD1128/PCN: MD1131

APPOINTMENT: Permanent

WORK SCHEDULE: **Full-Time

AREA OF CONSIDERATION: Commuting Area

SUPERVISORY/MANAGERIAL: NO

PROMOTION POTENTIAL: No Known Potential

HOUSING: Private Housing ONLY

TRAVEL/MOVING EXPENSES: NO EXPENSES PAID

*(**Will require rotational shifts to include nights, weekends and holidays**)*

DUTIES: This position is located in the Housekeeping Section. Position performs the maintenance of environmental sanitation within acceptable levels of bacteriological, as well as visual cleanliness throughout the hospital. Vacuums, dusts, mop floors, corridors, utility rooms, offices, lounges, bathrooms and other assigned areas. Polish and buff floors daily with electric floor polishers; Strip and apply floor sealer as necessary. Use vacuum cleaner with water equipment attachments for wet floor pickup; plumbing overflow and other floor flooding cleaning methods. Scrub and clean commodes, urinals, washstands and fixtures; mirrors, soap and paper dispensers and venetian blinds. Replenish paper and liquid soap dispensers. Wash walls, windows and glass partitions. Use proper antiseptic techniques in cleaning rooms on special cleaning details. Empty trash containers and carry trash to assigned refuse area. Receive clinic linen deliveries and insures that standards of quality on laundering are met. Maintains clinic to prevent cross contamination of rooms and in transporting soiled linen to prevent bacterial fallout; and follows prescribed protective isolation cleaning procedures and performs other related duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

BASIC QUALIFICATION REQUIREMENT: The Supplemental Experience Statement attached to this announcement has been prepared as an aid in preparing the Knowledge, Skills and Abilities related to the job elements for this position. Failure to submit the Supplemental Experience Statement may result in candidate not receiving proper credit for their experience.

Element A: Ability to do the Work of Housekeeping Aid without More than Normal Supervision (Screen Out Element)

Element B: Work Practices (Special Aptitude)

Element C: Ability to follow Oral and Written Directions.

Element D: Ability to Use and Maintain Tools and Equipment.

Element E: Dexterity and Ability Use Equipment Safely.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT ☞



OTHER SIGNIFICANT FACTORS: NONE

PHYSICAL EFFORTS: When performing janitorial duties, physical effort is used in reaching, bending, turning or moving hands, arms, feet and legs to operate, move and control heavy powered equipment.

WORKING CONDITIONS: Work is performed indoors in areas that are normally adequately heated, ventilated and lighted. Exposure to vibration from heavy equipment, skin irritations from strong cleaning solutions used for stripping floors. Must exercise care to avoid serious injuries when using heavy powered equipment.

CONDITIONS OF EMPLOYMENT: Immunization Requirement - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTERefer to OPM Operating Qualification Standard or HIS Excepted Service Qualification Standard Series **WG-3566** for complete information. For complete information, contact your servicing Personnel Office.

WHO MAY APPLY

MERIT PROMOTION PLAN (MPP) CANDIDATES: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Federal Service who are entitled to Indian Preference

EXCEPTED SERVICE EXAMING PLAN (ESEP) CANDIDATES: Applications will be accepted from individuals entitled to Indian a to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their application whether their application is submitted under the IHS Excepted Service Examining Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP) If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF's separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice returned on the effective date of the RIF and submits a SF-50 that indicates "Retirement in lieu of RIF"; OR
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. OR
 - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 or Title 5 United States Code.

2. Be applying for position as or below the grade level of the position from which you have been separated. The position at or below must not have a greater promotion potential than the position from which you are separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc)
6. Be rated well qualified (a score of 80 on a rating scale of 70 to 100) for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

NOTE: The Declaration for Federal Employment (OF-306) and IHS Addendum to the Declaration for Federal Employment must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "yes" to any one of the two questions on the *Addendum* can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

HOW & WHERE TO APPLY: All applicants must submit one of the following to the Fort Defiance Indian Hospital, Personnel Department, P. O. Box 649, Fort Defiance, AZ 86504, by the close of business (5:00 PM) on the closing date. *For more information contact: Sarah V. Morgan, HR Specialist at (928) 729-8265.*

1. OF-612, Optional Application for Federal Employment; **OR**
2. *Resume; **OR**
3. Other written application format; **PLUS** college transcripts, a copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but **MUST** state that such documentation is contained in their Official Personnel Folder.

INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Veteran's Preference Certificate: DD-214, indicating discharge and/or SF-15 if claiming 10-point preference. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of the latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and dates held).
8. High School: Name, City, State (Zip Code if known) and date of Diploma or GED.
9. Colleges and Universities: Name, City, State (Zip Code if known), majors, type and year of any degrees received (if no degree, show total semester or quarter hours earned); preferably attach transcripts.
10. Work Experience (Paid and Non-Paid): Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, and salary.
11. Indicate if we may contact your current supervisor.
12. Job related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training, and/or experience.

ADDITIONAL SELECTION: Additional or alternate selections may be made within 90 days from the date the certificate was issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than this, the IHS is an Equal Opportunity Employer.

VETERANS PREFERENCE: Veterans who is a preference eligible or who has been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

SELECTIVE SERVICE CERTIFICATION: If you are male born after 12-31-59, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. You must submit a copy of the Selective Service Registration to verify compliance.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

Human Resources Clearance

Date

EACH APPLICATION FORM AND DOCUMENT MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER – FD-08-106. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION. WE DO NOT HONOR XEROX REQUESTS. THE APPLICATION AND ATTACHMENTS BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON THE APPLICATION FORM AND THE SUPPLEMENTAL QUESTIONNAIRE. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

ELECTRONIC OR FAXED APPLICATIONS AND DOCUMENTS WILL NOT BE ACCEPTED.

Applications mailed using government postage or through an internal government mail system will not be considered.

SUPPLEMENTAL EXPERIENCE STATEMENT FOR HOUSEKEEPING AID POSITIONS

Below you will find a questionnaire, which you are requested to complete a part of your application for this position. Answer all the questions as best you can. It will be to your advantage to give as much information as possible about your ability to do this work. Be sure to include any and all custodial work such as military services, volunteer or unpaid work such as in clubs, church, community service work etc.

Statements concerning qualifications may be verified by the office of personnel management. Exaggeration or misstatements may be cause for your disqualification or later removal from the federal service.

1. **Ability to do the work of Housekeeping Aid without more than normal Supervision.** Tell about experience you have had that shows you can work on the basis of your own judgment. Preferable experience in housekeeping/janitorial work. Show the kinds of work you can do by yourself, without the help of a boss or supervisor. What responsibilities have you been given on jobs, in the Armed Forces, or in your community?

2. **Work practice (Special Aptitude).**

Check all the jobs you have held, indicate part-time or full-time.

_____ Paper boy	_____ Mowed Lawns	_____ Laundry Worker
_____ Shop Helper	_____ Produce Attendant	_____ Farm Laborer
_____ Stock Boy	_____ Janitorial Work	_____ Other:_____
_____ Bus boy or Kitchen Help	_____ Service Station Attendant	

Have you ever been complimented by your boss(es) on being a good worker or on being a superior worker?

_____ Yes _____ No If yes, for what were you being complimented? _____

What jobs have you held where you had to keep a building or area of a building clean, neat, and in order, and what type of building was it: hospital, store, school, etc.? _____

What type of cleaning techniques and procedures did you use in your previous experience. _____

3. Ability to follow oral and written direction.

Are you able to read and write English? _____ Yes _____ No

Did you fill out this application yourself? _____ Yes _____ No

If No, who helped you? _____

On the jobs you have had, did you ever have to follow written directions in manuals, books, or signs or notes from your boss? _____ Yes _____ No

If yes, on what jobs? _____

Have you ever had to follow orders that were always changing? Explain. _____

Have you every had a job where you told other employees what work was to be done?

_____ Yes _____ No If yes, on what job? _____

4. Ability to use and maintain tools and equipment.

Name the types of tools you have used for cleaning floors, walls, windows, restroom, etc. _____

Have you used moving equipment such as hand trucks, dollies, or similar equipment? If yes, tell what equipment you have used. _____

Did you ever repair or adjust equipment on the job, such as changing belts and brushes, adjusting handles, oiling, cleaning, or adjusting. If yes, what did you do? _____

Have you ever used or operated any other equipment like lawn mowers, lawn tractors, laundry or food processing equipment? If yes, tell what kinds. _____

Have you ever instructed others in the use of floor buffers, wall washer, mops, and the use of cleaning supplies and floor strippers? If yes, tell what equipment and on what jobs. _____

5. Dexterity and ability to use equipment safely.

Have you had any training for the kind of work for which you are applying?

_____ Yes

_____ No

If yes, what kind of training?

_____ Vocational High School

_____ Job Corps

_____ Manpower Development

_____ Welfare Training Center

_____ On-the-job training

_____ Other: _____

Can you lift and carry a five gallon pail full of water?

_____ Yes

_____ No

Can you move furniture?

_____ Yes

_____ No

Have you carried objects weighing 50 pounds?

_____ Yes

_____ No

Did you ever have to stand up all day?

_____ Yes

_____ No

If yes, where? Explain.

Describe any safety training you have received on jobs you have held.

Have you ever given safety training to other employees? On what job?

Have you ever been injured in an accident on the job? If yes, describe the accident(s) and tell if any were lost time.

CERTIFICATION

I certify that all the statements made on the application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature: _____

Date: _____

(Sign in Ink)